

**Return to Duty**  
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## **Introduction**

In EHRP, when an employee returns to duty from a period of a nonpay status the following procedure will be completed. Then the employee's record must be updated to reflect that the employee has returned to duty. A personnel action must be processed to return the employee to duty.

## Return to Duty

In EHRP, when an employee returns to duty from a period of a nonpay status the following procedure will be completed. Then the employee's record must be updated to reflect that the employee has returned to duty. A personnel action must be processed to return the employee to duty.

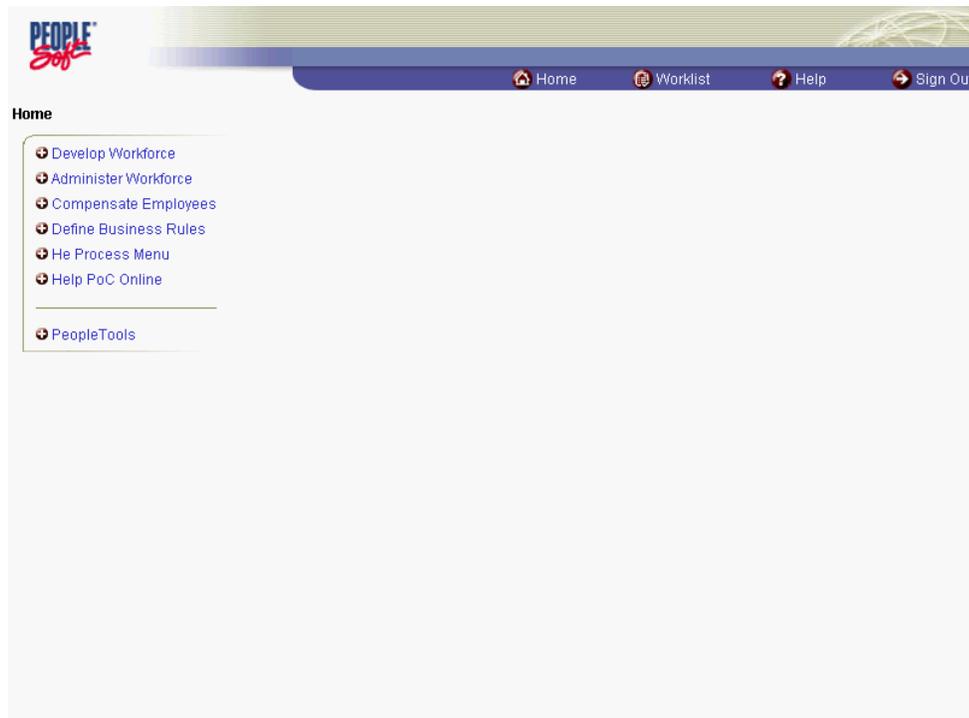
## Return to Duty

### Introduction

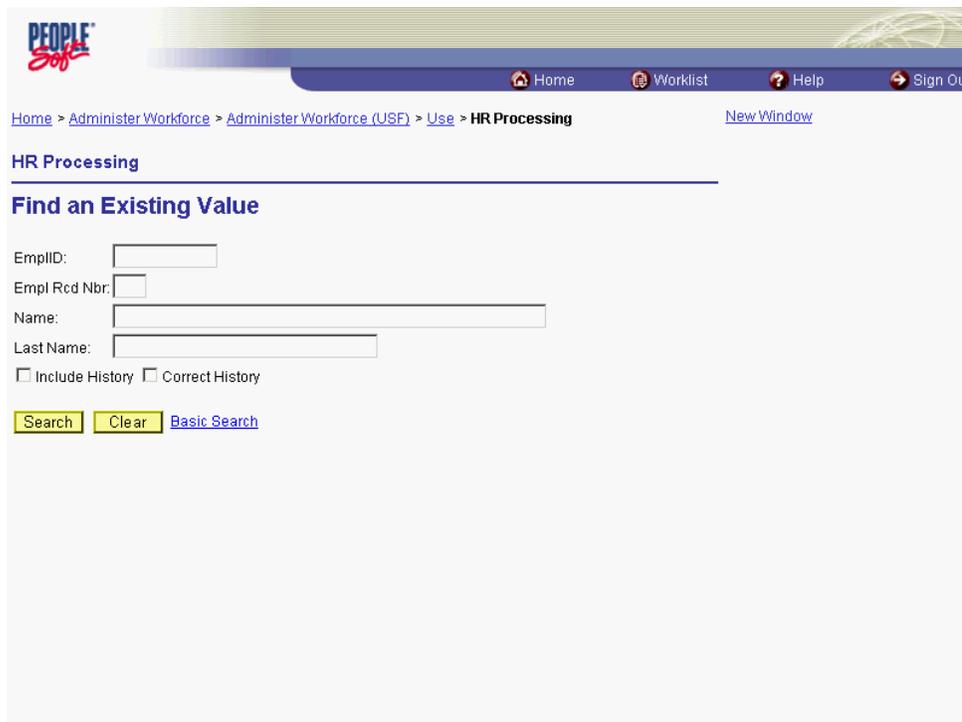
In EHRP, when an employee returns to duty from a period of a nonpay status the following procedure will be completed. Then the employee's record must be updated to reflect that the employee has returned to duty. A personnel action must be processed to return the employee to duty.

## Procedure

The following steps detail the procedure for processing a retirement in EHRP.



Step	Action
1.	Click the <b>Administer Workforce</b> link. 
2.	Click the <b>Administer Workforce (USF)</b> link. 
3.	Click the <b>Use</b> link. 
4.	Click the <b>HR Processing</b> link. 



Step	Action
5.	Enter the appropriate variable in the field. (for example, <b>Last Name</b> ) Click in the <b>Last Name</b> field. 
6.	Select the appropriate employee. Enter the desired information into the <b>Last Name</b> field. Enter " <b>ROMANO</b> ".
7.	Click the <b>Search</b> button. 

Step	Action
8.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the <b>Add a new row at row 1</b> button. 
9.	Enter the <b>Actual Effective Date</b> of the employee's return to duty. Triple-click the <b>Actual Effective Date</b> object.



The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Step	Action
10.	Enter the desired information into the <b>Actual Effective Date</b> field. Enter <b>"12/12/2003"</b> .



NOTE: The **Proposed Effective Date** field is populated by default with the date entered in the **Actual Effective Date** field. Since human resources personnel processing a request have final authority on when the action becomes effective, and they will enter the official actual effective date, but the proposed effective date will remain unchanged.

# Training Guide

## Return to Duty

Step	Action
11.	Click in the <b>*Action</b> field. <input type="text"/>

 The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

Step	Action
12.	Enter the desired information into the <b>*Action</b> field. Enter " <b>REC</b> ".
13.	Click in the <b>*Reason Code</b> field. <input type="text"/>
14.	Enter the desired information into the <b>*Reason Code</b> field. Enter " <b>REC</b> ".
15.	Click in the <b>NOA Code</b> field. <input type="text"/>
16.	Enter the <b>NOA Code</b> of "292." Enter the desired information into the <b>NOA Code</b> field. Enter " <b>292</b> ".
17.	Click in the <b>NOA Ext</b> field. <input type="text"/>
18.	Enter the desired information into the <b>NOA Ext</b> field. Enter " <b>0</b> ".
19.	If there is an NTE date for the previous LOA action, delete the NTE date in the <b>Not to Exceed Date</b> field. NOTE: You will also need to delete the NTE date from the Employment Data 1 page, by accessing the <b>Exp Date</b> hyperlink on that page.
20.	In the <b>Authority (1)</b> field, enter the legal authority. Click in the <b>Authority (1)</b> field. <input type="text"/>
21.	Enter the desired information into the <b>Authority (1)</b> field. Enter " <b>DAM</b> ".
22.	If applicable, enter <b>Authority (2)</b> . Click in the <b>PAR Request#</b> field. <input type="text"/>
23.	NOTE: This field is not required but can be used for PAR request tracking purposes. Enter the desired information into the <b>PAR Request#</b> field. Enter " <b>0000082095</b> ".
24.	Click the <b>PAR Remarks</b> link. <a href="#">PAR Remarks</a>

Step	Action
25.	Enter the applicable <b>Remark CD</b> (Code) and tab out of the field to see the text of the remark. Enter the desired information into the <b>Remark CD</b> field. Enter " <b>A15</b> ".
26.	Press <b>[Tab]</b> .
27.	Click the <b>Ok</b> button. 

 NOTE: To add additional remarks, use the **Add a new row** button to insert a row.

NOTE: If the **Remark CD** contains a "\*\*\*\*\*", you must replace the asterisks with specific information. (i.e. this field may prompt you to enter date)

NOTE: Within the EHRP system, there is no limitation to the amount of remarks that can be captured.

 NOTE: To enter a freeform remark, enter "ZZZ" in the **Remark CD** field. Enter applicable remark text in sentence format. Text should fill the line. Once the line is filled, move to the next line. There is no autowrap feature. Do not hyphenate across lines. If a word requires hyphenation, move it to the next line. Do not use bullets or dashes. The "ZZZ" remark can only be used once for each personnel action.

 The system does not generate or suggest mandatory remarks that need to be entered in accordance with the NOA Code you are processing. Use the appropriate remarks based on OPM processing guidelines. There will no longer be HHS specific remarks for entry, except for the freeform ZZZ.

The screenshot shows the PEOPLE SOFT HR Processing interface for employee ROMANO JR, FELIX J. (EmpID: 00083396). The interface includes a navigation bar with tabs for Data Control, Personal Data, Job, Position, Compensation, Employment 1, and Employment 2. The main area displays various fields for processing a Return to Duty (RTD) request, including Actual Effective Date (12/12/2003), Proposed Effective Date (12/12/2003), Action (Return from Suspension/Furlough), Reason Code (Recall from Suspension/Layoff), and NOA Code (292). A 'Tracking Data' link is visible in the bottom navigation bar.

Step	Action
28.	Click the <b>Tracking Data</b> link. <a href="#">Tracking Data</a>



Step	Action
30.	Click the <b>Employment 1</b> tab. 

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

ROMANO JR., FELIX J      EmpID: 00083396      Empl Rcd#: 0

**Employment Data 1** [View All](#) First 1 of 2 Last

Effective Date: 12/12/2003      Transaction # / Seq: 1      PAR Status: PROCESSED BY HUMAN RESOURCES  
 Act Type: Return from Suspension/Furlough      NOA Code: 292      Empl Status: Suspended  
 EOD Dt: 12/08/2003      Hire NTE Dt:      Mand Retire Dt:      [Exp Dates](#)      [Filling Position Data](#)  
 Rehire Dt: 12/09/2003      Separation Dt:      Next Review Dt:      [Appt Data](#)

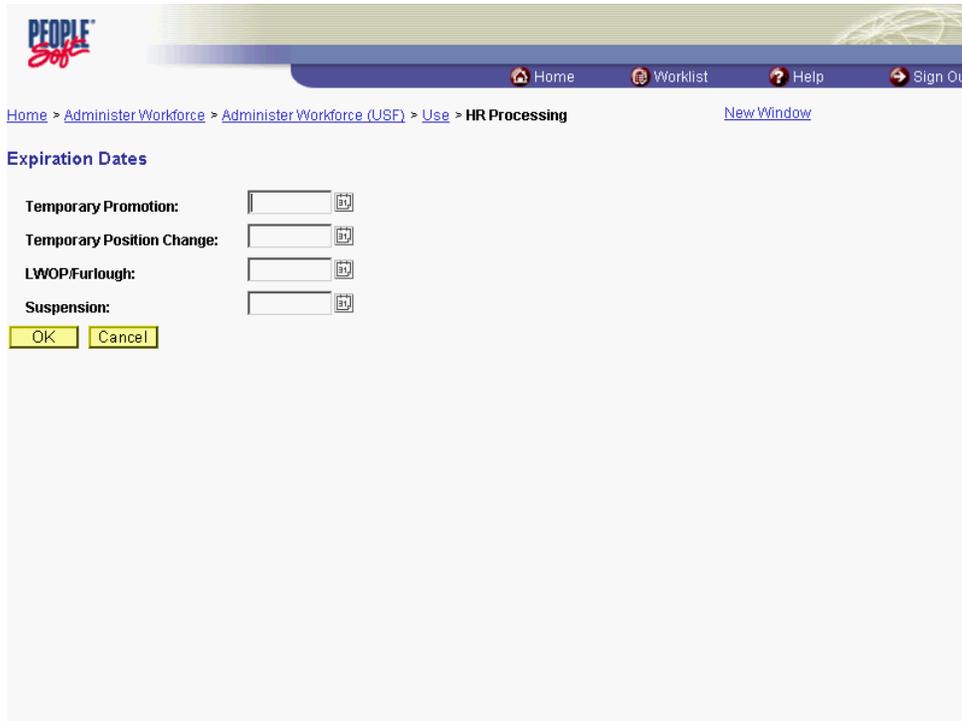
**Service Computation Dates**      **Service Conversion Dates**

\*Leave: 12/08/2003      Retire: 12/08/2003      Conv Begin Date:        
 RIF: 12/08/2003      TSP: 12/08/2003      Career Conv Date: 12/08/2006        
 LEO:      Sev Pay: 12/08/2003      Career-Cond Conv Date:        
**Within-Grade Increase Data**

WGI Status: N/A      Non-Pay Hours: 0.00      Last Increase Dt:        
 WGI Due Date:      WGI:      Intermittent Days Worked: 0        
 LEI Date:        
[Save](#)      [Return to Search](#)      [Previous tab](#)      [Next tab](#)      [Update/Display](#)      [Include History](#)      [Correct History](#)

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
31.	If there is an NTE date from the prior LOA action, click on the <b>Exp Dates</b> hyperlink. Click the <b>Exp Dates</b> link. <a href="#">Exp Dates</a>



Step	Action
32.	<p>Delete the date from the <b>LWOP/Furlough</b> field. Click the <b>Ok</b> button.</p> 
33.	<ul style="list-style-type: none"> <li>- Due to the lapse in service, modify the employee's <b>Service Computation Dates</b>, if necessary.</li> <li>- If the LWOP affected the <b>Service Conversion Dates</b>, modify them as applicable.</li> <li>- If necessary, modify the <b>Within-Grade Increase Data</b>.</li> </ul>

PEOPLE SOFT

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 **Employment 2**

ROMANO JR., FELIX J      **EmplID:** 00083396      **Empl Rcd#:** 0

**Employment Data 1** [View All](#) First 1 of 2 Last

**Effective Date:** 12/12/2003      **Transaction # / Seq:** 1      **PAR Status:** PROCESSED BY HUMAN RESOURCES  
**Act Type:** Return from Suspension/Furlough      **NOA Code:** 292      **Empl Status:** Suspended

**EOD Dt:** 12/08/2003      **Hire NTE Dt:**      **Mand Retire Dt:**      [Exp Dates](#)      [Filling Position Data](#)  
**Rehire Dt:** 12/09/2003      **Separation Dt:**      **Next Review Dt:**      [Appt Data](#)

**Service Computation Dates**      **Service Conversion Dates**

\*Leave: 12/08/2003      Retire: 12/08/2003      Conv Begin Date:        
RIF: 12/08/2003      TSP: 12/08/2003      Career Conv Date: 12/08/2006        
LEO:      Sev Pay: 12/08/2003      Career-Cond Conv Date:     

**Within-Grade Increase Data**

**WGI Status:** N/A      **Non-Pay Hours:** 0.00      **Last Increase Dt:**        
**WGI Due Date:**      **WGI:**      **LEI Date:**      **Intermittent Days Worked:** 0

Save Return to Search Previous tab Next tab      Update/Display Include History Correct History

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
34.	Click the <b>Employment 2</b> tab. 
35.	Confirm or enter the appropriate <b>Reports To Position</b> for the employee.

The screenshot shows the PEOPLE Soft HR system interface. The breadcrumb trail is: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing. The employee name is ROMANO JR., FELIX J. with EmpID: 00083396 and Emp Rcd#: 0. The 'Tenure' field is set to 'Permanent'. Other fields include Effective Date: 12/12/2003, Act Type: Return from Suspension/Furlough, NOA Code: 292, Bargaining Unit: 2600, PSC BARGAINING UNIT, Reports To Position: 00000109, STAFF ASSISTANT, and Union Code: [empty]. The 'PAR Status' is 'PROCESSED BY HUMAN RESOURCES' and 'Empl Status' is 'Suspended'. There are sections for 'Probation Dates' and 'Retained Grade Expires' with date pickers. At the bottom, there are buttons for Save, Return to Search, Previous tab, Next tab, Update/Display, Include History, and Correct History.

Step	Action
36.	Click the <b>Tenure</b> list. 
37.	In the <b>Tenure</b> field, modify the appropriate type of tenure, if applicable. Click <b>Permanent</b> 
38.	As applicable, enter or modify the employee's compensation area and level in the <b>Comp/Area Level</b> field. NOTE: In IMPACT this variable is a 4 digit code. In EHRP, the first 2 digits would be entered in Area and the second 2 digits are entered in Level.
39.	Due to the lapse in service, update the employee's <b>Probation Date</b> , if necessary.

The screenshot shows the PEOPLE Soft HR system interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing'. The main content area is titled 'Data Control' and shows details for employee 'ROMANO JR, FELIX J' with 'EmplID: 00083396' and 'Empl Rcd#: 0'. The 'Employment Data 2' section is active, displaying fields for 'Effective Date: 12/12/2003', 'Transaction # / Seq: 1', 'PAR Status: PROCESSED BY HUMAN RESOURCES Suspended', 'Act Type: Return from Suspension/Furloug', 'NOA Code: 292', 'Bargaining Unit: 2600', 'PSC BARGAINING UNIT', 'Union Code:', 'Union Anniversary Date:', 'Reports To Position: 00000109', 'STAFF ASSISTANT', 'Supervisor ID:', and 'Tenure: Permanent'. There are also sections for 'Probation Dates' and 'Retained Grade Expires'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
40.	Return to the <b>Data Control</b> tab and change the PAR Status according to your role. Click the <b>Data Control</b> tab. 
41.	Click the <b>Save</b> button. 
42.	The information is saved. <b>End of Procedure.</b>